# Department of Ecology
# Boom Rule Study
## Bidders Pre-submittal Conference Record

*This is a record of the pre-submittal conference held at Ecology headquarters building on April 11, 2005. The purpose of the meeting was to review and answer questions related to a Request for Proposals (RFP) soliciting responses and bids from firms interested in performing a study and report regarding California's experience with their pollution prevention regulations.*

<u>In Attendance</u>:
Linda Pilkey-Jarvis, Ecology; Jason Reichert, Ecology; Terry Bergman, Maritime Training; Chris Gregory, The O'Brien's Group.

<u>Introduction and Purpose of study</u>
Ecology wants a study conducted and a detailed report delivered to help find the best industry practices relating to marine oil transfers. We are required by the Washington State Legislature to study, report, and develop rules that include standards for marine oil transfers to provide the best protection from oil spills.

Pollution prevention measures are our focus. However, we are also required to develop standards regarding deployment of containment boom prior to a transfer and alternatives when determined by Ecology to be safe and effective.

We want this study to collect, clarify, and condense these requirements into a report that will be used to inform Ecology and our Oil Transfer Operations Advisory Committee to help with our rule making process. The next audience would be marine oil industry personnel and possibly our state legislature.

California currently has pollution prevention and pre-booming requirements for marine oil transfer facilities that will be used as a resource for this study.

Questions by page:

**First Page**

Q - The response due date on the first page is different from the Schedule on page 3. Which date is the actual due date?
A - The actual due date is April 18th.

**Second Page**

**Product**

Q - What do you mean by "marine oil transfers"?

A - We mean oil transfers that are to or from a fixed facility and vessel, mobile facility (tank truck) and vessel, and vessel to vessel transfers. These transfers shall include all oil transfers to or from a vessel such as bunker (all vessel operations), cargo, lube, waste oil, and bilge/oil mixtures in bulk. We realize that Washington State definition of bulk is very broad, and the data may not be available for small transfers. We want the best available data of reported transfers to give us the best practices for oil transfers.

Q - The RFP says that the selected contractor will assist Ecology in completing the consultation process. What do you mean by that and if that includes travel to Washington State, how many times?

A - We will require the selected contractor to meet with our Advisory Committee at least once to inform the Committee on your findings. For the purposes of developing a bid, you can assume just one trip to Washington. If we require more trips, we will work that out in the contract negotiations.

Q - How many copies of the selected contractor's report do you want?

A - One copy plus electronic copy to be distributed to the advisory committee.

Q - Do you want information regarding industry best practices from other states?

A - We are interested in best practices for oil transfers, and if other states have good information please report to us on that, but we don't envision extensive interviews. If we want that, the contract can be amended to accommodate additional work.

**Third Page**

Q - The contract must be finished by June 28?

A - Yes, we require the product be delivered to Ecology on that date for funding purposes.

**Fourth Page**

No Questions

**Fifth Page**

Q - Is there an error regarding the section IV and V reference?

A - Yes, the work plan reference is actually Section V and the management specifications reference is actually VII.

No other questions by page.

**Other General Questions**

Q - I do not see a statement for a bid, is one expected?

A - Yes, the evaluation criteria of cost are weighted 35% so it is in your best interest to propose a value on this study.

Q - Does Appendix A have to be completed and filed with our response to the RFP?
A - Yes.

Q - Can we have the names of the other entities that have asked for the RFP?
A - No. We have posted the RFP on our website and have no way to track downloads at this time nor do we expect to in the future.

Correction - On page 8, there is a reference to a Washington Uniform Business Identification number whereas the actual should be Unified Business Identifier (UBI).

<u>Instructions to Bidders</u>
We have some definitions and then it goes on to state that your proposal needs to be prepared in three parts. They are the Technical Proposal, the Management Proposal, and the Cost Proposal. These are the meat, if you will, of your bid packages. We require that you submit four (4) copies of your response and one (1) of them must have original signatures; the other three can have photo copied signatures. It's very important that the responses are submitted by 4:00 p.m. on April 18, 2005. If you send it by mail, make sure you allow enough time. If they are hand-delivered, I ask that you request at the front desk that it be time/date stamped. If there is confusion have the receptionist call me to the front desk and I will take care of it

The Pre-submittal Conference would be this meeting. I will be putting together a record of this meeting and will send out to all who requested the RFP.

It's important that you pay attention to these response format requirements. We ask that you print it on standard 8½" by 11" recycled paper.

You do need to have your responses or your bids signed by the President or Executive Director of your firm.

The bids will be evaluated by an Evaluation Committee. Their decision will be a final decision pending any appeals to the process that we'll talk about later.

The Technical, the Management, and the Cost specifications are weighted differently.
The Technical Proposal is weighted 35 percent; the Management Proposal is 30 and the Cost 35 percent.

You will be evaluated strictly by your bid packages so give it your best shot in your bid proposals. We can't accept information subsequently, that is after April 18. In the case that bidders are within two percent, Ecology may choose any of them. Or if several bidders are closely bunched, we may call you back in for an interview or more written clarification.

You need to be aware that anything in your bid proposal could be part of a subsequent contract if you were the successful bidder.

We will notify the successful Bidder and then the other bidders. Ecology is not liable for any of the cost associated with putting together your bid package.

The due date for your responses again is April 18, 2005. On April 25, 2005, we will expect to notify the successful bidder and notify the other bidders by the middle of May. If not, we will notify you if we need more time. We will start the contract negotiations on April 27 and upon mutual agreement of the contract language, I will do all the things I need to submit the contract to the Office of Financial Management for their approval. And then we get the contract signed by the successful bidder, your President or Executive Director, and our Deputy Director.

Respectfully submitted,

Jason Reichert
Procurement Coordinator
Department of Ecology
360-407-7390